

House District 32Senate District 15

**THE TWENTY-FOUR LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 228-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ GRANT REQUEST - OPERATING☐ GRANT REQUEST - CAPITAL☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF DEFENSE

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: USS Missouri Memorial Association, Inc.

Street Address: 63 Cowpens Street, Honolulu, HI 96818

Mailing Address: P.O Box 879, Aiea, HI 96701-0879

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:Name SARAH TENNEY *ST*Title Vice President of DevelopmentPhone # 808.455.1600 x 244Fax # 808.455.1598e-mail sarah.tenney@ussmissouri.org**3. TYPE OF BUSINESS ENTITY:**

- ☒ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID # [REDACTED]5. STATE TAX ID # [REDACTED]6. SSN (IF AN INDIVIDUAL): [REDACTED]**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:****BATTLESHIP MISSOURI: STUDENT, VETERAN & COLLABORATIVE PARTNER EDUCATION OUTREACH PROGRAM***(Maximum 300 Characters)***8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**FY 2008-2009 \$ 1,127,900**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- ☐ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☒ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 2,812,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]DON R. HESS, CAPTAIN, USN (RET.) PRESIDENT & CHIEF OPERATING OFFICER1/30/08

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

USS Missouri Memorial Association, Inc.

(Typed Name of Individual or Organization)


(Signature)

1/30/2008
(Date)

DON R. HESS, CAPTAIN, USN (RET.)
(Typed Name)

PRESIDENT & CHIEF OPERATING OFFICER
(Title)

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

1. Description of the applicant's background.

The mission of the Battleship Missouri is to create and maintain a fitting memorial to the people and historic events that reflect our nation's legacy of duty, honor, strength, sacrifice, and resolve. Representing the end of WWII with the signing of the surrender documents on the Mighty Mo, the ship offers a unique role in experiencing combined science, technology, engineering, history, and math while learning the global triumphs and challenges of WWII. Efforts continue to offer reflection and intergenerational discussion & promise of lessons learned for future generations.

2. The goals and objectives related to the request.

On January 29, 2009 the Battleship Missouri will be celebrating the 10 Year Anniversary of the public opening of the Battleship Missouri in Hawaii. Although there are more than 55,000 volunteers and 3.5 million visitors from the continental United States and international locations that have experienced the ship's story, there is a waiting list of students and veterans from Hawaii, particularly those on neighbor islands and Title 1 communities that have indicated commitment to Battleship Missouri education programs but lack funding and planning support to participate in programs. Educators in Hawaii desire memorable venues to share learning objectives, involve community perspectives, and provide age related exposure to foundational concepts that meet federal and state requirements.

3. State the public purpose and need to be served.

Our 10 Year Anniversary efforts aim to bring representative students, veterans, and educators from each Title 1 public school community (200) in Hawaii to participate in a field trip or overnight encampment educational experience that leaves a lasting inter-generation impact.

Support Dept. of Education efforts for Communities in Need. The Battleship Missouri is focusing assistance on Title 1 Communities qualified by the Hawaii State Department of Education. Hawaii DOE Title 1 Program initiatives are directed toward school wide improvement rather than a targeted group of students. Eligibility for a school wide program requires a minimum of 40% of the children in a Title I school receiving free or reduced priced lunch. This funding allows the Battleship Missouri to provide resources in line with the DOE.

*Hawaii DOE website: <http://doe.k12.hi.us/nclb/index.htm>

Title 1 2006-2007 Summary: <http://doe.k12.hi.us/nclb/parents/NCLBTitleISchools2006-2007/20062007TitleISchoolsSummary.pdf>

Inter-generational learning. This initiative provides a relevant link between veterans from the student' community and provides a grassroots perspective to engage generations to learn from one another in a facilitated environment. Oral histories are taken of participating veterans and copies provided to insure historic archiving, a resource that Title 1 communities commonly lack.

This intergenerational approach provides a mechanism to connect standards based learning objectives to real history & people from the students direct community.

Unique Learning Venue. The Battleship Missouri provides a “one stop” location to learn and experience history as well as science/technology/engineering and math objectives from educators with a “hands on” approach that engages Hawaii DOE standard based curriculum. Participants have an optional overnight setting that offers authentic living and “laboratories” for radio/communications, computer/robotics (in development), WWII collections with oral history archives, a teacher resource library/database and two training rooms to deliver lessons in a classroom and experiential educational setting. Veterans area able to assist educators to promote a deeper appreciation and development of critical and fact based curriculum.

Maximizing Funding Sources. This initiative maximizes the use of funds to coordinate collaborative visits to partner venues related to Pearl Harbor, such as Pacific Aviation Museum, Bishop Museum, USS Bowfin Memorial, and the USS Arizona Memorial. Shared funds provide for transportation, overnight accommodations, food, education materials, and admission fees to give the group agenda the widest possible exposure & comprehensive experience with a cost effective approach.

4 & 5. Describe the target population to be served and the geographic coverage. At the conclusion of this 10 Year Anniversary initiative, the Battleship Missouri will have served a minimum of the following: **

- 200 Title 1 Communities from all neighbor islands
 - Kauai = 14, Molokai/Maui = 20, Hawaii (Big Island) = 49, Oahu = 110
Includes airfare/bus fees for Neighbor Islands, Buses only for Oahu travel.
- 2000 Students via field trips (1 day) or overnight encampment (2 day) experiences
 - Teachers determine whether 1 day or 2 days experiences is appropriate
- 400 Educators & 400 chaperone volunteers
 - Teachers, principals, and resource professionals qualify as educators.
 - Chaperones are additional educators or parents or community volunteers
- 200 Veterans
 - Educators select appropriate veteran(s) to participate. Veteran organizations have committed to help find qualified veterans if needed.
- 400 collaborative partner venue visits
- Aim to have participating groups commit to three or more years of participation to support long term sustainability and training/leadership retention of curriculum

**These numbers are conservative minimums. Previous efforts prove community donors and schools will dedicate additional funds to match seed funds to increase the number of students/educators/veteran participants.

II. Service Summary and Outcomes

The Board of Directors and executive management of the Battleship Missouri have dedicated operational efforts to invest in a “Mighty Mo Campus” program. Hiring an Education Director, identifying locations for laboratory development, and directing fundraising efforts toward education program development are focal in the overall strategic plan. This grant in aid funding is critical in getting logistical and financial support for schools to attend.

1. Describe the scope of work, tasks and responsibilities. To serve the public, the scope of work the Battleship Missouri will complete includes the logistical support to identify, inform, schedule, and follow-up with Title 1 community groups of students, educators, and veterans that have committed to attending a day field trip or overnight encampment experience on the Battleship Missouri and appropriate partner venues. Additionally, the Battleship Missouri can allocate internal funding to immediately start class visits until state funding is released by the governor’s office and the state agency.

For the past five years, the Battleship Missouri staff have developed relationships with principals and educators that aim for key outcomes to: 1) increase participation and retention of key learning objectives for students/educators, 2) facilitation of partnership & community building, and 3) providing additional funding & expertise as resources to assist schools. A description of how we will measure results is provided in #4 below.

2. Projected annual timeline. The operations that are required to perform this initiative have been in place for more than three years. The reservation and training of internal staff are active, currently serving field trip & overnight encampment experiences. The following phased timeline encompasses efforts before and after the funding period for a comprehensive view:

Phase 1 Jan08 – Jun08	Phase 2 July08 – Dec08	Phase 3 Jan09 – Jun09	Phase 4 Jul09 – Dec09
Collection of Letter of Support from interested Title 1 Communities. Finalize & submit Grant in Aid application. Agreement of State Agency sponsor.	Notification and training of Title 1 school contacts. Schedule reserved arrival dates starting 8/1/08. Travel planning. Collaboration partner planning.	10 Year Anniversary Event in January & announce # of Title 1 communities served to date	Follow up with schools for future reservation dates. Report back results to schools, partners, matching donors, and legislators.
Visits with Legislators who represent Title 1 communities to educate & inform.	Dedicate internal funding sources until state funding allocation released. Launch of information website & RSVP system.	Feedback from early participants to insure outcomes	Restrict funding for Title 1 communities that commit but need to re-confirm another RSVP date for unexpected changes (ie: weather)

3. Describe the quality assurance and evaluation plans for the request. Specify how you plan to monitor, evaluate, and improve their results.

After 10 years of operations, the Battleship Missouri staff is familiar with leadership and tools required to provide educational experiences. Our ticketing and reservation system quantifies the number and type of participants. Each week the tour & education staff reviews the previous

week's efforts for improvement. Once a week the department managers meet to discuss improvement and resource needs. Monitoring the program will be the responsibility of the Director of Education and the President & Chief Operations Officer.

- 4. Measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

Our measure of achievement and accomplishment is reported to our state agency sponsor, the Department of Defense to the office of General Lee (see attached support letter), our stakeholders and donors via our online e-newsletter.

We will measure public results, outcomes, and measures of effectiveness with participation metrics like the following:

- The number of team volunteers participating specific to this Title 1 project
- the number of Title 1 communities served
- the total number of Title 1 students/educators/veterans who participate
- the number & dollar amount of donor matched funding to increase participants
- the financial amount saved by removing duplicate fees between partners
- the # of curriculum resources added by participating educators
- the # of oral histories archived

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached budget.

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$473,000	\$247,900	\$147,000	\$260,000	\$1,127,900

IV. Experience and Capability

A. Necessary Skills and Experience

The USS Missouri Memorial Association operates the Battleship Missouri after being designated by the Secretary of the Navy. While employing more than 125 full & part-time staff, the Battleship Missouri repaid the first business seed loan of \$5 million. The Battleship Missouri has been recognized locally and nationally with multiple honors including National Trust for Historic Preservation *Preservation Honor Award*, Hawaii's *Governors Preservation Honor Award*, and an Award of Merit for Group Achievement by the Secretary of the Navy. These achievements have been without recurring funding from federal or state resources and are dependent on annual program and donation revenue.

With more than 125 full and part time staff, the Battleship Missouri has the necessary skill and experience to implement and assist this endeavor. See management list below.

B. Facilities

The Battleship Missouri is moored at Ford Island Pearl Harbor, Pier 5. The facilities include first aid stations, flight simulator, onboard staterooms, mess decks, operations locations, and training rooms that have been EPA approved for use. For educational purposes, the venue offers authentic living and the development of "laboratories" for radio/communications, computer/robotics (in development), WWII collections with oral history archives, a teacher resource library/database and two training rooms to deliver lessons in a classroom and experiential educational setting. We own and operate vans and shuttle services for transportation as needed. Storage and retail areas are on the pier as well as inside the ship.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

With more than 125 full and part time staff, the Battleship Missouri has the necessary skill and experience to implement and assist this endeavor. The request for funds for salaries is small portion dedicated to help us scale & continue successful development of our education department during complex business changes such as a ship exterior/interior industrial maintenance & renovation as well as the visitor increase due to the USS Arizona Visitor Center construction project. A portion of salaries of the education staff is explained in the attached worksheet. Here are a few of the management that are already funded by UMMA are supporting this effort:

President & Chief Operating Officer. Don Hess, Captain, USN (Ret), PMP. Captain Hess has over 40 years experience with naval ships, their operation, maintenance, construction, and preservation. He oversees all operations.

Vice President of Finance & Administration. Tom Manuel, CPA. With over 30 years of finance and accounting, he is one of two employees that have been with the organization since it's inception.

Vice President of Development. Sarah Tenney, CFRE and EMBA. More than 10 years of business, consulting and fundraising experience in the local and national non-profit industry. Recognized author and educator on professional fundraising techniques and methods. Previous business owner and a specialist in nonprofit donation and accounting database administration.

Director of Operations & Facilities. Les Lancaster, BMCM, USN (Ret). With over 30 years experience, he is charged with the maintenance and preservation of the Battleship and related facilities.

Director of Curation. Mike Weidenback. Holding a Master of Fine Arts with focus on Museum Studies from the University of Hawaii, he worked with Bishop Museum, Pacific Aviation Museum, and Pearl Harbor.

Director of Volunteers. Beth Remick. Manages more than 100 monthly volunteer crews and projects to achieve maintenance and preservation of revenue for critical operations.

Director of Security. Rudy Akina. Oversees the systems & relationships with staff, Navy, State, and City security partners in addition to the health and well being of more than 300,000 visitors to the ship.

B. Organization Chart

Please see chart attached.

VI. Other

A. Litigation

No pending litigation. The Battleship Missouri Hawaii state business registration and our federal 501 (c)(3) tax exempt status is in good standing.

B. Licensure or Accreditation

The Battleship Missouri holds some special qualifications that are relevant to this request and help us insure the highest standards of operation:

- Registered National Historic Site. We are a National Trust for Historic Preservation site.

- Annual Navy Standards review for battleships. Even though we are a decommissioned ship, we invite the Navy to review our operation for recommendations and suggestions.
- Financial Policy Standards. We solicit and process donations in accordance with the International Association of Fundraising Professionals Standards of Ethics and adhere to the “Donor Bill of Rights”.
- Security Guidelines. Our security department manages operations in accordance with American Society of Industrial Security – Museum Security guidelines.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Applicant: Battleship Missouri

BUDGET CATEGORIES	Total State Funds Requested (a)	Battleship Missouri (b)	Partners (c)	Matching Donors (d)
A. PERSONNEL COST				
1. Salaries	238,000	2,000,000		
2. Payroll Taxes & Assessments	14,000	200,000		
3. Fringe Benefits	9,000	160,000		
TOTAL PERSONNEL COST	261,000	2,360,000		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	215,400			
2. Insurance	6,000			
3. Lease/Rental of Equipment	6,000			
4. Lease/Rental of Space				
5. Staff & Volunteer Training	32,000			
6. Supplies & Postage	40,000	12,000		
7. Telecommunication	2,500	5,000		
8. Utilities (25% of group visit days)	75,000	150,000		
9. Participant Food (overnight)	33,000			
10 Bus Pickup from schools	100,000			
11 General Admission Sharing	10,000	20,000		20,000
12 Educator Curriculum/Books	180,000	90,000		
13 Curriculum Library Resources	15,000	10,000		
14 Collections & Oral History Materials	20,000	25,000		
15 Computer Robotic Kits	40,000			
16 Radio & Communications	15,000			
17 Partner fees	30,000		60,000	
18 Motion Simulator	12,000			
19 Fundraising "Matching" Finder Materials	20,000			
20 Sheet & Bedding Cleaning Fees	15,000			
TOTAL OTHER CURRENT EXPENSES	866,900	312,000	60,000	20,000
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	1,127,900	2,672,000	60,000	20,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,127,900	Don R. Hess, Captain, USN (Ret.) 808.455-1600 x 244		
(b) Battleship Missouri	2,672,000	Name (Please type or print) Phone		
(3) Partners	60,000	Signature of Authorized Official 1/30/2008		
(d) Matching Donors	20,000	Date		
TOTAL REVENUE	3,879,900	President & Chief Operating Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION

Applicant: Battleship Missouri

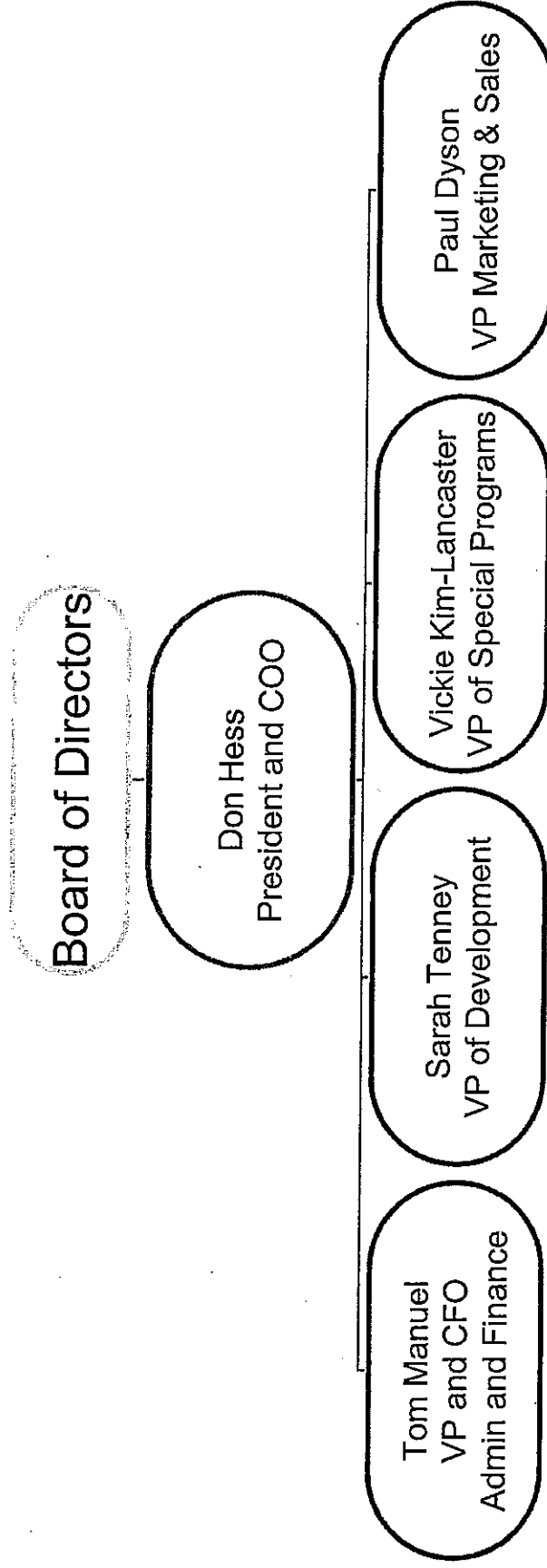
Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Director of Education Programs (first year only)	40 hours/week	\$50,000.00	20.00%	\$ 10,000.00
Consultants (curriculum, school engagement, ect...)	40 hours/week	\$30,000.00	100.00%	\$ 30,000.00
Assistant Education Director	40 hours/week	\$30,000.00	33.34%	\$ 10,000.80
Adminstration Support Assistants & Temp help (1 year only)	40 hours/week	\$20,000.00	100.00%	\$ 20,000.00
Overnight & Field trip Tour guides	40 hours/week	\$480,000.00	10.00%	\$ 48,000.00
Mobile MightyMo Tour Guide/Educators outreach (estimated 8 to 9 weeks when ship in renovation)	40 hours/week	\$1,200,000.00	10.00%	\$ 120,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				238,000.80

JUSTIFICATION/COMMENTS:

USS Missouri Memorial Association, Inc.

Corporate Officers



USS Missouri Memorial Association, Inc.

Directors & Department Heads

